

MASS. HS20.2: Et 1/2



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ET BUYER'S GUIDE

What Is ET?

- ◆ ET is a job paying \$12,000 a year. That's over \$230 a week!
- ◆ ET is control over your life.
- ◆ ET is buying yourself a present.
- ◆ ET is respect.
- ◆ ET is a better life for you and your children.

GOVERNMENT DOCUMENTS
COLLECTION

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ET Provides:

- | | |
|----------------------|-----------------------------|
| ◆ childcare vouchers | ◆ job placement |
| ◆ education | ◆ counseling |
| ◆ job training | ◆ transportation allowances |



ET is short for Employment & Training CHOICES. It is a group of services sponsored by Your Department of Public Welfare that can help you learn a skill and/or find a job that pays you enough to get off Welfare.

With ET, *you* are in control. You choose which services to use, which skill to learn and what job to take.

There are four parts to the ET program: The Employment Network, Supported Work, Education and Training, and Career Planning. Depending on your needs, you may use any or all of these services. The choice is yours.

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How Can ET Help Me?

ET will help you find a job, it's that simple. *How* it will help you depends on what services and programs you need to reach your goals. *One or more* of the four free ET CHOICES is right for you: The Employment Network, Supported Work, Education and Training, Career Planning. This questionnaire will give you a good idea which of the four choices might help you most.



	A	B	C	D
I have never worked.				☐
I would like to do work I've done before.	☐	☐		
I need new skills for the job I want.			☐	
I am ready to work today.	☐	☐		
I need time to get back into the work routine.		☐		
I don't know what kind of work I want to do.				☐
I have the skills I need for the job I want.	☐			
I didn't like any of the jobs I've had.		☐		☐
I need my GED for the job I want.			☐	
I'm nervous about working again.	☐	☐		
All I need is help finding a job.	☐			
I want to continue my education.			☐	
It's been a long time since I've worked.	☐	☐		
I'm willing to go to training for a few months.		☐	☐	
I know exactly what I want to do.	☐		☐	
I want to work, but I don't know where to start.				☐
Total				

Add up the number of marked boxes for each column. Your answers will help you find out how ET can help you. *To find out what your scores mean turn to the back page.*

Over 30,000 people have been helped by ET CHOICES. Here's what some of them have to say about ET.



"I have always wanted to get into electronics, but I never finished high school so I didn't know I could do this. I'm proud of myself. I did it for my children and myself."

Carmen C.



"On Welfare, I felt trapped. It was like living in a cage. I feel great, like a new person. ET CHOICES opened the door out of the Welfare trap."

Doris L.



"I'm earning nearly three times what I got on Welfare. I have been able to move into a new apartment, take my son on a vacation, and buy a car."

Dawn L.



"I think ET is a real good program. It's like having training wheels on a bicycle; if you have any problems, they're there."

Madeline R.

ET works!

It worked for them and it can work for you.

Keep reading to find out how.

Making Plans

Here are some things you should do before you sign up for an **ET CHOICE**.

1

Talk to your Caseworker. Signing up for ET is an important step. Make sure this is the right time for you to do it.

2

Talk to an ET Worker. Before your appointment, make a list of questions you want to ask. Then don't be afraid to ask them! The "What About..." section in the back of this booklet can give you some ideas about things you'll want to know.

3

Talk to your family. This will affect them too. You will need their support to make it work.

4

Start designing your ET Action Plan. Ask your ET Worker for a copy of the ET Owner's Manual to help you get started.

5

When you're sure—GO FOR IT!

The Choices

If you are job ready

1

The Employment Network

If you've got the skills you need for the job you want, the professionals of The Employment Network will help you get it. They are specialists with the Massachusetts Division of Employment Security and have the largest job bank in New England. They will help with your resume and give you free use of telephones and copy machines. They will also help you prepare for the work of looking for a job—including workshops on interviewing and on dressing for work.

*If you have been on Welfare for 2 or more years
and haven't worked for 7 years*

2

Supported Work

This service places you in a job with a business or company. Your salary is initially paid by the ET CHOICES program. You receive on-the-job training and a chance to brush up on your skills while performing a job necessary to the company. After the supported work training, you will become a regular employee of the company with the same salary and benefits as their other employees.

If you want to learn a job skill

3

Education and Training

This part of ET can help you get the skills training or education you need to qualify for the kind of work you'd like to do. Businesses, schools, and the government are working together to provide valuable job training and education that match today's jobs. This includes improving your English or getting your GED. There are many, many different types of training available; your ET Worker can tell you what programs are available where you live.

If you want to discover what kind of job is right for you

4

Career Planning

Together with a career planning counselor you will find out what your talents, skills, and interests are. The counselor will help you decide what careers are right for you based on your skills and interests. With the counselor's help you will be able to put together a plan that can get you where you want to be.

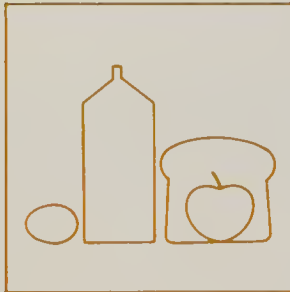
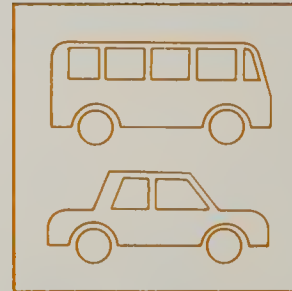
What about childcare?



Childcare services are available to *all* ET participants who need them ...Almost all of the cost is paid by ET CHOICES. A childcare counselor will help you choose the appropriate childcare option and facility from a list provided for you. All the childcare homes and centers have been approved by the Office for Children. You can even keep your child in daycare through the voucher system for one year after you get your job.

What about transportation?

ET covers the cost of transportation for you and your children in daycare, no matter which ET program you participate in.



What about my grant?

Your AFDC grant and your Food Stamp allowance will not be affected by your ET participation. These benefits will not change until you start earning money.

What about Medicaid?

Your Medicaid benefits stay the same as long as you continue to receive AFDC. If you leave AFDC because of job earnings, you will continue to receive your Medicaid benefits for at least 4 months. However, if you enroll in a Health Choices program, you will receive free health care for up to 12 months.



What if I make a mistake in my choice?

No problem. Remember, *you* are in control. You decide which job to take or what training program to enter. You can say “no” to an opportunity that doesn’t meet your needs. ET is a “no obligation” program.

What about getting my GED?

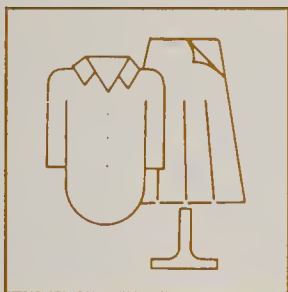
Through the Education and Training choice you can take classes to prepare for your GED, including any help you might need with reading and basic math skills. ET will also pay the GED exam fee.



About...?

What about college?

The ET CHOICES program will pay for two courses at any State or Community College in Massachusetts. This will give you a chance to see if college is for you.



What about clothes for my new job?

When you get a job through The Employment Network you will receive a clothing bonus of \$100 so you can look your best on your new job.

Where will I get my training?

The ET program contracts for skills training at vocational schools, training institutions, and colleges all over the state. You will be among people who are interested in the same kind of work, including other ET enrollees and people who are there on their own.

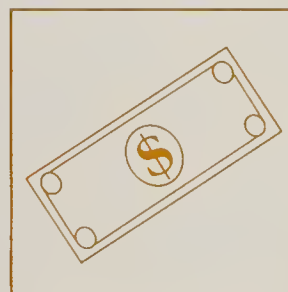


What about a time limit?

There is no time limit. Depending on the training program you select, you may be ready for a job in a few weeks, while other programs may take several months.

How much money will I earn on my new job?

The average starting salary for ET graduates is \$12,000 a year—more than twice the average AFDC grant. In addition, most of the jobs people find through ET have excellent health benefits and paid vacations.



What if I have problems or questions?

Your ET Worker and your Caseworker are there to help.

Does the ET Program work?

Yes. Since it started in 1983, over 30,000 people have found jobs through ET.



If you have any other questions or are interested in registering for ET, call your local Welfare Office and make an appointment with an ET Worker.

Scoring "How Can ET Help Me?" on page 2 What your score means:

If your highest score is for:

A

You are ready for The Employment Network. You just need some help learning about job openings and how to be the one employers hire.

C

Your starting point will probably be Education and Training, where you can get the skills and/or education you need to fulfill your goals.

D

Your most immediate need is for Career Planning. Your counselor will help you determine what your next step is and which of the other services would give you the most assistance.

B

You are probably best suited for the Supported Work choice. Supported Work will help you ease back into the work routine without the pressures that come with starting a new job.

The choice that you scored highest in is *not* the only choice you might make. This is just the choice that is *likely* to help you the most, based on your answers.

This questionnaire is just to give you an idea of what ET services you can take advantage of. Your ET Worker is the person who will be able to sit down with you and go over your goals and desires in great detail.



Employment & Training
CHOICES
is a program of
Your Department of
Public Welfare
Commonwealth of Massachusetts
Michael S. Dukakis, Governor